



FY2010  
***“CUSTOMER SERVICE”***  
BROCHURE



General Services Department  
***PURCHASING DIVISION***

(559) 621-1332  
(559) 488-1069 FAX

**MISSION STATEMENT**

To provide prompt and effective procurement services which meet the needs of City departments in accordance with the spirit and requirements of the City Charter and Municipal Code while affording equal access to all entities seeking to do business with the City of Fresno

## Overview and Key Services

The **PURCHASING DIVISION** is responsible for the timely procurement of the very diverse needs of the City for supplies, materials, and equipment services. Purchasing also bids all public work of improvement from various City departments. Consulting services are purchased directly by departments and are not required to be bid through Purchasing

The varied services provided by the division include:

Conduct all competitive bidding processes to obtain best pricing for the City on purchases. These vary from same-day purchases for lower cost items to a three-month process for a large and complex project, such as the Baseball Stadium.

Coordinates the submission of all procurement/projects over \$119,000 (annually adjusted in July for CPI) for services over \$50,000 to the City Council for award.

Coordinate the formal bid appeal hearings and represent the City (if needed).

Provide bidder information about bid opportunities on the City's website at [www.fresno.gov](http://www.fresno.gov) under "bid opportunities."

Advise City Staff customers on best and fastest procurement methods, lay-out and content of formal bid specifications and provide on-site services to advise customers about procurement issues.

Partner with City Staff to develop and refine complex Requests for Proposals, Request for Information and Request for Quotation.

Provide a Procurement Handbook with procedures for internal customer reference along with a quick reference guide and tailored training.

Assist in developing standardized bidding documents for use by City Staff in cooperation with the City Attorney's Office.

Administer City-wide contracts, such as office supplies, uniforms and other shared services or goods.

Facilitate problem solving between clients and vendors/contractors (excluding public works projects) during contract administration to ensure timely completion and best use of City funds.

Arrange for auctions or individual sales to dispose of surplus.

Administer the Disadvantaged Business Enterprise (DBE) Program to maintain eligibility for FHWA, DOT & FAA funds, which includes:

- \* Receive and Process applications to certify DBE's
- \* Establish DBE availability advisory percentage for projects funded by the U.S. Department of Transportation.
- \* Assist DBE's during the bidding process.
- \* Monitor participation of DBE's.
- \* Conduct seminar for DBE's and/or prime contractors to ensure most recent program changes and City specific practices.
- \* Outreach to the community through participation in local associations, organizations, including ethnic Chambers of Commerce, and groups interested in small business development.

## Hours of Operation

Administration and Office

Monday through Friday

8:00 am - 5:00 pm

## Office Location

Administration and Office

2101 "G" Street (MSC)

Building A

## Organizational Structure Staff Contact Information

**Jason MacDonald, Purchasing Manager** 621-1153

### ADMINISTRATIVE STAFF

**Mary Vera** 621-1171  
*Senior Secretary*

- PS New Vendors
- Office Depot Issues
- CAL-Card Backup

**Suzanne Paff** 621-1332  
*Administrative Clerk II*

- Receptionist
- Office Depot Orders
- Surplus

**Yvonne Diaz** 621-1179  
*Management Analyst II*

- CAL-Card Program
- ID Billing
- Budget

### DISADVANTAGED BUSINESS ENTERPRISE (DBE) STAFF

**Beth McDonell, DBE Coordinator** 621-1182  
**Shirley Chatman, Staff Assistant** 621-1184

### BUYING STAFF

**Bob Callistro - Supervising Buyer** 621-1157

- PeopleSoft related issues
- Major Capital Projects

**Ron Baughman, Buyer II** 621-1161

- Wastewater
- Solid Waste
- Sewer
- DPU/Admin.
- Community Sanitation
- Linen & Dust
- PW Formal Bids: Various Projects

**Mike Brown, Senior Buyer** 621-1165

- Police Department
- ISD/Communications
- Complex Formal Bids

**Jean Runnels, Senior Buyer** 621-1163

- Parks & Recreation
- Facilities
- Complex Formal Bids

**Laura Rapp, Buyer II** 621-1169

- Airports
- Fleet
- Transportation/Traffic
- Public Works—Administration (including formals)
- PW Formal Bids: Various Projects

**Heather Aceves - Staff Assistant** 621-1175

- Change Orders

**Diana Reynolds, Buyer II** 621-1151

- FAX
- Fire
- DPW Streets/Traffic Signals
- Housing & Code Enforcement
- PW Formal Bids: Various Projects
- Administrative Divisions
  - City Attorney - City Clerk
  - Planning & Development
  - Finance
  - Mayor/Council/City Manager
  - Personnel

**Michelle Reed, Staff Assistant** 621-1173

- Change Orders

**Tracy Souders, Buyer II** 621-1159

- Water
- Facilities
- Furniture
- PW Formal Bids: Various Projects

**24 Hour Emergency Service**  
**After Hours** 621-2489

## **How Vendors can do business with the Purchasing Division**

Electronic Commerce: The City of Fresno's Purchasing Division implemented BidsOnline e-procurement system in December, 2005. It is an interactive e-procurement system that is available on a 24 hour basis to all vendors interested in doing business with the City of Fresno.

All vendors are encouraged to register at no charge on the system by going to the City's web page:

- 1) Go to [www.fresno.gov](http://www.fresno.gov),
- 2) On the right side under "Online Services & Forms" click on "For Businesses" to open the drop down menu and click on "Bid Opportunities"
- 3) Select "Vendor Registration" from the left side under Doing Business with Fresno
- 4) Complete the vendor registration form and submit.

Once registered, vendors will receive emails from City Purchasing notifying them that there is an RFQ, Bid or RFP that has just been placed in Bid Opportunities in the commodities they have selected. The vendor then chooses to view the solicitation and decides if they would like to place a bid.

The site allows vendors to view all solicitations, receive notifications of new solicitations, respond to Request for Quotation's (RFQ's), view bid results and award information.

If you choose not to register you can still view the entire City's current and past solicitations, view solicitations by commodities, bid dates and view all bid results and awards.

The site also offers assistance by clicking on the Help icon if a vendor has questions or concerns. In addition, calls for assistance can also be made to City of Fresno Purchasing Division 621-1332.

Please see our web site at [www.fresno.gov](http://www.fresno.gov). Click on "Government," "Department Directory" "General Services" and "Purchasing."

## **How City Staff can do business With the Purchasing Division**

Submit a requisition in the City's PeopleSoft computer system if the requisition is over \$2,000. The requisition will automatically be transferred to your assigned Buyer. If a purchase request is under \$1,000, the department can process on a Request for Payment. If a purchase request is over \$1,000 and up to \$2,000 then departments request an Emergency PO from their Buyer. In July, 2007 Purchasing implemented the Cal-Card Program which is a Visa card that is assigned to individual City employees who can use the card for one-time and non-repetitive purchases up to \$2,500 per purchase.

In order to obtain pricing for the requisition the buyer will place the solicitation on the City's e-procurement system. Once the solicitation closes, the buyer will issue a purchase order for the bid that meets the requirements and has the best price. This process takes about two weeks.

Larger dollar purchase requests may be processed by the buyer by using a Request for Quotation (RFQ), Informal Bid (under \$119,000), Formal Bid or Request for Proposal (RFP) which will be placed on the City's web site.

If you have any questions please feel free to contact your designated buyer or call 621-1332.

If you would like to request a copy of the Procurement Handbook please call 621-1332 or go to the City of Fresno, General Services Department webpage at <http://www.fresno.gov/Government/DepartmentDirectory/GeneralServices/Purchasing/default.htm> to view the document electronically.